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Approved For Release 2003/04/17 : CIA-RDP80-01341A000100060013-0

TBY
HMA

3 November 1976

MEMORANDUM FOR: Executive Officer
Office of Finance

FROM :
Chief, Accounts Division,
Office of Finance

THROUGH : Deputy Director for Financial Operations

SUBJECT : Revision of Staffing Complement

1. This is a suggested reorganization of positions and grade structure in Accounts Division. It is intended to reflect the focus of duties and responsibilities as they have evolved and particularly as they are affected by conversion to the new General Accounting System.

2. Schedule I, attached, proposes reductions in five positions, totaling nine grades, and increases in eleven positions, totaling fourteen grades. This would result in an increase of five grade points, changing the total from and increasing the average grade from 8.962 to 9.148, which is less than .2. A brief comment on each position is included. Schedule II is the same thing in a different format.

3. This proposal recognizes the shift of requirements resulting from technological advances and the caliber of expertise needed to keep the new system operating effectively at all levels. The accounting Branch, which generally is the beneficiary of improved computer outputs, is being reduced by twelve grade points, including one slot. On the other hand, the Data Base Management Branch, which has responsibility for computer input, data management, and production of reports, is being increased by fourteen grade points, including one position.

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4. One vital assumption is that Accounts Division will retain Position No. BE03 (incumbent), which has been listed in the Analysis Branch, now a part of Plans and Systems Staff. The position and the incumbent are essential to our plan for the Data Base Management Branch.

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5. This allocation of positions does not provide for a deputy division chief. It is my belief that a group of this size will function better with strong branch chiefs than with a heavy hierarchy. It is my hope that if the division chief is to be replaced from outside the branches, the development complement could be used for temporary overlap slotting.

6. Without a deputy, of course, we would have more time-scheduling conflicts on special assignments, such as preparation of the Agency annual financial report. Also, we would not have a person with the flexibility and contacts to acquire information on systems and procedures of organizations outside the Agency, which had been our long-range desire.

7. The Data Base Management Branch will have a heavy work load in accommodating the bad data rejection function of the new accounting system. We are fortunate now to have several capable trainees (on 3-month cycles) and a co-op student, and others are scheduled within the next several months. I understand that we have been promised two additional slots for FY 1978.



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Attachments

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